

Kings Hill Parish Council

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG

Tel: 01732 870382

<https://www.kingshillparish.gov.uk>

SUMMONS

Dear Member

You are hereby summoned to attend the Annual Meeting of the Kings Hill Parish Council being held in the **Jim Fry Hall** at the **Kings Hill Community Centre** on **Wednesday 4th May 2022 at 19.30** or at the conclusion of the public participation session.

Nina Henley

Nina Henley
Deputy Clerk

RECORDING (AUDIO AND /OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During the meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Member of the public are reminded that the use of mobile phones (other than silent) is prohibited at Parish Council and Committee meetings.

AGENDA

- 1. To Elect a Chairman for the Parish Council for 2022/23 and receive declaration of acceptance of Office for Chairman.**
- 2. To Elect a Vice Chairman for the Parish Council for 2022/23**
- 3. To receive Apologies for Absence**
- 4. Minutes** - To approve as correct the Minutes of the Meeting held on Wednesday 27th April 2022
- 5. Public Participation Session**
In accordance with Standing Order 3e the meeting will be adjourned for ten minutes to allow members of the public to address the meeting. Members of the public shall not speak for more than three minutes, a question shall not require a response nor start a debate on the question. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ten minutes unless directed by the chairman of the meeting. The chairman may direct that a written or oral response be given.

6. To consider Committee and Working Group Terms of Reference and Scheme of delegation for approval

To agree committee terms of reference and scheme of delegation

These policies can be found on the parish council website

https://www.kingshillparish.gov.uk/Policies_and_Grants_3514.aspx

7. Committee and Working Group structure for 2022/23

To appoint membership and substitutes of committees and working groups for 2022/23.

8. To review the following for adoption:

These policies can be found on the parish council website

https://www.kingshillparish.gov.uk/Policies_and_Grants_3514.aspx

- i) Standing Orders
- ii) Financial Regulations

9. To complete annual review of arrangements and legal agreements with all relevant parties.

All leases and contracts can be found on the parish council website

10. To appoint representatives to External Bodies for 2022/23 and agree arrangements for reporting back to Full Council

- i) Joint Parish Council Transport Consultation Group
- ii) TMBC Parish Partnership Panel
- iii) Bio Construct New Liaison Group
- iv) TMBC Standards Board
- v) Malling Action Partnership
- vi) Blaise Farm Liaison Group
- vii) West Malling Patient Partnership Participation Group

11. Appointment of Tree Wardens:-

Consider appointing 4 Tree wardens and agree action

12. To consider KALC Membership:-

Consider joining KALC and agree action

13. To complete an annual review of the Councils subscriptions:-

- i) None Currently

14. To complete annual review of complaints procedure:-

This policy can be found on the council website

https://www.kingshillparish.gov.uk/Policies_and_Grants_3514.aspx

15. To complete annual review of the following: -

- i) Asset Register
- ii) Inventory of Land
- iii) Insurance

https://www.kingshillparish.gov.uk/Policies_and_Grants_3514.aspx

16. To complete annual review of council policies and procedures in respect of GDPR:-

These policies can be found on the council web site

https://www.kingshillparish.gov.uk/Policies_and_Grants_3514.aspx

17. To complete annual review of councils press and media policy:-

This policy can be found on the council web site

https://www.kingshillparish.gov.uk/Policies_and_Grants_3514.aspx

18. To complete annual review of councils employment policy and procedures:-

This policy can be found on the council web site

https://www.kingshillparish.gov.uk/Policies_and_Grants_3514.aspx

19. To review the councils expenditure incurred under S137 of the Local Government Act 1972

Statutory S137 limit for Kings Hill is £56,506

i) Nil Spend for 2021/22

20. To determine the time and place of ordinary meetings of the council up until and including the date of the next annual meeting of the Council 2023

i) To consider holding all meetings in the Jim Fry Hall unless circumstances prevent.

ii) To consider all council meetings to start at 19.30

iii) To consider meeting dates for the municipal year see documents for proposed dates.

21. To commence Ordinary Meeting of the Council

22. To receive Declarations of Interest and Lobbying

23. Internal Audit

To receive confirmation of internal audit on 14th June

EXCLUSION OF PRESS AND PUBLIC It is recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information

24. ACCOUNTING UPDATE

Chairman to provide verbal update if appropriate

Date of next meeting – TBC May 2022

If you would like further information on any of the agenda items, please contact Acting Clerk Mr Tony Petty clerk@kingshillparish.gov.uk